

## Agency Reports in Asset Management

### New Queries

The Agency series of reports runs off the “transaction date”. This includes the Agency Inventory Report, Agency Transactions Processed, Agency Detail/Summary Recon, Agency Reconciliation Summary and the Agency Acquisition Cost Totals reports. The “transaction date” is accessed if you click on the “Edit Trans Info” box. Users are currently able to backdate the transaction date to an accounting period that is not open. However, the transaction date and the accounting date default from the current date and you would normally not need to change these dates. The only exceptions would be at State and Federal year-ends when we leave June and September open into the next month. In those cases you would change both the transaction and accounting date to 06/30/20XX for June and 09/30/20XX for September.

You can still change both the “Acquisition Date” and the “In Service Date” to dates in previous accounting periods and even prior fiscal years without adversely affecting your reports. The acquisition date is an informational field only. The in service date is used for depreciation calculation when the box “Depreciate When In Service” is checked. See examples below:

The image displays two screenshots of the 'Manage Assets - Use - Asset ExpressAdd' window. The left screenshot shows the 'General' tab with fields for Unit (4000), Asset ID (NEXT), Profile ID, Asset Class, Asset Status (In Service), Acquisition Date (05/31/2000), Acquisition Code (Purchased), Serial ID, Manufacturer Name, Model, Parent/Child Asset (None), and Group Asset Flag (None). The right screenshot shows the 'Depreciation Attributes 2' tab with fields for Book Name, Currency, In Service Date (10/01/2000), Depreciate When In Service (checked), Useful Life, Periods, Begin Dep Date, Averaging Options (Monthly, Yearly, None), Calculation Type (Remaining Value, Life-to-Date), Depreciation Method, and End Dt.

If the transaction dates on any of your transactions such as express adds or adjustments were backdated to accounting periods that were closed, your beginning balances on your reports will be affected. We have a query that will show any transactions where the transaction date is less than the accounting date. The query is 0AM\_BAL\_AGY2\_TRANDT\_LT\_ACCTDT. If you are trying to reconcile any of your agency reports you may want to run this query. It will prompt you for your business unit and the transaction through date. For example, if the report you are working with was run through 07/31/2001, you would want to run the query through the same date. If you get any transactions on this query where the dates are different but still in the same month they are probably not a problem. However, if the accounting date is in a different month than the transaction date, this is probably a reconciling item. You can also see from the date/time information on the query when the transaction was actually entered.

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We also have another new query 0AM\_BAL\_AGY1\_RPT\_BY\_TRANS\_DATE. It will prompt you for your business unit, a beginning transaction date and ending transaction date. This will give you similar information you would get on the Agency Detail/Summary Recon report (AM0XXX406). This query is also useful to help you locate problem transactions.

The Agency reports in Asset Management include all assets. This would be any asset that was flagged as an asset in accounts payable or any express adds regardless of the profile. This includes small value profiles such as such as SMALLCOMP and SMALLVALUE. The G/L reports such as the G/L Inventory, G/L Recon Detail/Summary and the G/L Recon Summary do not include these small value profiles. That is the primary difference between the Agency and the G/L reports in Asset Management.